

Rules of Procedure for the Special Committees

By the Academy Team of HaydarpaşaMUN'23



Rule 1: Scope

The rules included in this guideline apply to General Assembly Committees. Each rule is valid and will be applied during the Conference if there is not a change by the Secretariat. Any kind of amendment will be announced and adopted by the Secretariat before the session commences. If a rule which has not been mentioned among the Rules of Procedure is essential for a specific incident, the Committee Chair will inform the members of the Conference. For committees in the Specialized Agencies, the Committee Chair will be making the necessary arrangements. These rules will be in order until the Chair announces specific modifications.



Rule 2: Language

The official language of HaydarpaşaMUN'22 is English. All of the delegates are expected to use this language during the conference. In case a delegate uses a language other than English during any circumstance at the secessions such as in their papers, GSL speeches or while making a point of information, it will not be accepted by the committee staff and the delegate will be expected to make a relevant translation or recession.



Rule 3: Representation

Members in a conference represent the delegates of appointed countries and they are expected to proceed in this way. All the members have one right to vote as the delegates of the countries they are given.



Rule 4: Credentials

All delegates have certain rights which they obtain by an approved registration. They will have to need permission from the Secretary-General to acquire any kind of privilege. Otherwise, they will have the same fundamental rights as the other delegates. Each and every delegate will be given the same rights unless some extremities that may have occurred. In such cases, the delegate will have temporary rights until the Secretary-General decides on what to do.



Rule 5: Mandate of the Secretariat

The Committee Staff consists of the President and the Vice President which are the Student Officers as well as Academic Assistants and Crisis Members. The Chair is responsible to follow the Rules of Procedure and check its appliance throughout the sessions. They can grant any kind of point of information, the point of orders and any kind of motions. They have the right to control and change the time of the session; meaning that they can interrupt the session to grant a guest or any kind of visitors.



Rule 6: General Powers of the Committee Staff

They can check if the rules are followed by the delegates and if not, they have the right to impose sanctions. During the session, they have the right to check up on the delegates during unmoderated caucuses. If needed, the Chair can temporarily transfer his or her duties to another member of the Committee Staff. The President and the Vice President share the duties of the Committee, also they can hand over the control of the session to each other any time they want. Further, the Chair is responsible for any sort of incidents that happen during the session. They have to be subject to these rules and responsible to the Secretary-General.



Rule 7: Quorum

Quorum is the minimum number of delegates that are needed for the conference to commence. At least half of the registered delegates must be present so that the Quorum is met. In order to resolve the issues that are tackled in the Conference, the Quorum should be met.



Rule 8: Courtesy

Delegates are expected to respect the Committee Staff and the rights of the other delegates. If there is a case when any kind of abuse or disrespect occurs, the Chair will be immediately alerted and every necessary sanctions such as academic warnings will be taken by the Secretariat.



Rule 9: Dress Code

All delegates are expected to dress relevantly which is the Western Business Attire. Other than that denim pants, pleated skirts, too short dresses and skirts, overly patterned shirts, shorts for men, sweatshirts, low-cut garments are strictly out of order. Delegates may wear historically proper costumes in order to represent their countries.



Rule 10: Delegate Conduct

All delegations are cautioned that there will be no tolerance shown to the delegates with improper and abhorrent acts against other delegations. Besides, neither speech nor comment should contain any accusation or slurs that are directed to other delegations. In such cases, the offended delegations are advised to consult the Chair before taking any action.



Rule 11: Electronic Devices

Delegates are not allowed to use any electronic devices during the sessions except unmoderated caucuses in order to text, search or read. Message papers shall be used in case of communicating with other delegates or chairboard. Message papers shall only be written in English.



Rule 12: Absences

In a case of absence for any delegate, they will be continued to be considered as absent until a related note is sent to the Chairboard. Their time will be automatically yielded to the chair and the debate will not be unabated. In order to get a certificate, the delegates must not miss more than two sessions. Any delegate who misses more than half of a session will be considered as absent regardless whether they send a message to the presidency via administrators.



Additional Rules for Security Council

Rule 13: Right to Veto

The permanent members of the Security Council also known as the P5, have a right to veto which gives them an automatic right to not approve an operative clause or resolution. However, this right does not include amendments and preambulatory clauses. Regardless of the fact that there is a majority of in favours in the house, a veto is enough to terminate the action. In order to utilize the veto power, the state shall pose a veto threat by mentioning it in their speech or a message paper, including the reasons of their choice. Without these steps, the veto power cannot be used.



Rule 14: P5 Definition and P5 Caucus

There are five members in the committee who are considered as the P5, the permanent members of the security council. These are: People's Republic of China, France, Russian Federation, United Kingdom and United States of America. For the quorum, if one of these members are missing, the session may be delayed unless an official message paper is received.

After a veto threat is received by the Presidency, the P5 members are gathered outside the chambers to another room where they debate how to modify the respected clause or resolution. If a common ground is reached, the general meeting will resume with P5 countries returning to the chamber. In other case, the caucus ends and the Council and an immediate vote starts. During the time of the P5 meeting, other states are in a lobbying time.



Rule 15: Debate Flow for Clauses

The working of the Security Council in HaydarpaşaMUN23 will follow a clause by clause method. So, the delegates will submit their clauses and rather than voting or amending the whole resolution paper, every clause will be evaluated after their submissions consecutively. First a time will be given to prepare the operative clauses and after that the preambulatory clauses shall be written. In order for delegates to introduce their clauses for its discussion, they need to give a **motion to introduce a clause**. After the whole process ends, the final product needs to be voted in order to determine whether the whole will be accepted or rejected. Please keep in mind that observers cannot submit clauses so do not have a saying in the substantive voting.



Rules of Governing Speeches

Rule 16: Debate Mode

A motion to commence debate follows the setting of the agenda. This is a non-debatable motion that requires only a simple majority to pass. If a motion to open discussion is approved, a new, continuous Speakers List is created, which is used to conduct general debate. Except when overridden by procedural motions, amendments, or the introduction of a draft resolution, this Speakers List will determine the order of speakers for the debate on the Topic Area. Speakers may speak about the Topic Area in general, as well as any working paper or draft resolution that is currently being considered on the floor. Once introduced, a draft resolution remains on the floor and may be debated until it fails, the Committee postpones debate, or the Committee goes on to the next Topic Area.



Rule 17: Right of Reply

Any delegate who believes that their personal or national rectitude or honor is impugned or contravened by another delegate may submit a request for a Right of Reply by writing to the committee chair as a matter of course with their reason. After that, the decision whether to accept it or decline is fully upon the chair's discretion and if a delegate is granted, he or she may come to the floor and deliver their reply speech.



Rule 18: General Speakers List

The General Speakers List is a must for a Committee to have at all times, in order for it to not fail. There should never be less than 3 delegates at the list. When there are no volunteers, the Chair has the authority to randomly choose one. Delegates may ask their names to be added by orally claiming it when the Chairboard asks or simply write a message paper. If there are no motions on the floor, the General Speaker List automatically resumes according to its order. The time limit for the speakers list may be generated by the Chair, however the default limit is 90 seconds. After the speech ended the delegates shall **yield**.

Rule 19: Yields

Yielding is the act of choosing what shall be done with the remaining time or giving the floor to its original owner, the Chairboard, when the time or things to be said end. There are different ways of yielding:

- **Yield to chair:** When everything is believed to be discussed and no other thing will be added by a delegate, they shall yield the floor to the chair. Every GSL speech, needs to be yielded at the very end, if there were questions to be answered.
- **Yield to another delegate:** A delegate may transfer their remaining time to another delegate, if they accept. But at the end of the speech, the floor cannot be yielded to the original delegate.
- **Yield to questions:** Delegates may open themselves to questions to use their remaining time. The question time will not be counted, only the response will be taken into account.

Points

Rule 20: Point of Personal Privilege

A point that expresses the disturbance of a delegation personally and physically to the chair board for requisition for it to be replaced or fixed. The most common usage of this point is when a speaker is not hearable; the respective delegate may raise this type of point concerning audibility. This is the only point of information that may interrupt a speaker. Please keep in mind that points always have priority over motions being points of privilege in the highest rank.



Rule 21: Point of Order

This point is used when a delegate believes the chair is mistaken regarding procedural matters. E.g. if the chair forgot to express the number of speakers upon an amendment for in favor and against speeches, this point may be raised. Though, it cannot interrupt a speaker.



Rule 22: Point of Parliamentary Inquiry

A point of Parliamentary Inquiry may be raised to ask a question to the Chairboard regarding the Rules of Procedure. Notice that it may never interrupt a speaker since it is more like a general issue. Delegates who have a question concerning the implementation of the Rules of Procedure may also write a message paper to the chair board in order to be informed about the ruling without interrupting the flow of the debate.



Rule 23: Point of Information to Chair / to a Delegate

These points are not limited to any matter such as the point of order or the point of parliamentary inquiry as long as it is rather irrelevant to the current status quo concerning the issue on the agenda or the committee proceedings. Delegates should notice that the point of information directed to a delegate is only in order to ask questions upon their speech if they open themselves for any points of information.



Motions

Rule 24: Motion to reconsider a Resolution

During debating resolutions, some of them might be objected. This motion is used when a delegate wishes to come back to a past-resolution which is worth discussing again, especially if there is no pending resolution. It requires a supermajority ($\frac{2}{3}$) to be adopted.



Rule 25: Motion to Set the Agenda Item

This motion is given in order to determine which agenda item should be discussed first by the committee. without setting the agenda item, the sessions may not occur, so a first step for every discussion lies within this motion.



Rule 26: Motion to Extend the Caucus

An extension may be requested by the delegates when they are wishing upon speaking more on the topic that is near ending. At this time, the motion for an extension shall be given. However, the extension may not be over the length of the original motion itself.



Rule 27: Motion to Terminate the Caucus

When a delegate believes that the motion topic is discussed enough and no other speaker wishes to speak, this motion can be given in order to stop the process when there is still a remaining time. After that, when the floor is open other motions may be given according to the flow of the committee.



Rule 28: Motion to Suspend the Meeting

This motion is used in between the sessions, when the time has ended. In order to go onto breaks and the formal rules to be dropped, this motion has to be given. Until it has been approved by the Chair, the committee may not dismiss and the formal session proceeds.



Rule 29: Motion to Adjourn the Meeting

This motion is used at the very end of the conference, when all the agenda items, resolutions are finished. In order to move on without the formal procedures, the adjournment must be done.



Rule 30: Motion to Close the Debate

When the floor is open, a delegate may request the closure of the debate upon a resolution, amendment or the general debate itself to move on with the voting procedure. After that the general voting procedure will start.



Rule 31: Motion to have an unmoderated caucus

When the floor is open, a delegate may give motion to start an unmoderated caucus time, which is mainly used for writing their working paper or modifying their possible draft resolutions. At this period, the delegates may leave their sets and chat within each other to work effectively. This needs a simple majority to be passed. When multiple unmoderated caucuses are given, the one with the longest length has the priority in voting. Please note that unmoderated caucus have the priority over moderated caucuses.



Rule 32: Motion to have a moderated caucus

When the floor is open, a delegate may give motion to start an moderated caucus time, which is used to speak upon the subtopics that they think the committee should cover. When taking the multiple caucuses from the delegates, the longest one has the priority to be voted first. So, when giving a motion; the delegates should briefly mention its insight and total time as well as the time per speaker. Once again a simple majority is needed for this motion to pass. Motions are critical, since delegates cannot add anything in their resolution paper which they have not talked about during the moderated caucuses or general speakers list.



Rule 33: Motion to divide the house

In the process of voting if the results are adjacent, this motion allows the delegates to state their opinions individually through creating a transparent voting procedure, by roll call. The names are read out alphabetically and each delegate shall say 'yes' and 'no'. In the case of dividing the house, abstentions are not in order in HaydarpaşaMUN'22. This motion can pass if the chairboard finds it necessary, voting is not required.



Rule 34: Motion to divide the question:

A delegate may motion that the operative elements of a draft resolution be voted on separately once debate on any item has ended. The split of the question does not affect perambulatory or sub-operative clauses. First, a move to divide the question in general (or to divide it at all) is appropriate. After then, a vote will be taken on whether or not to divide the question at all. The motion can be debated up to two speakers for and two speakers against, with an immediate procedural vote on the motion. The Chair will consider motions on how to divide the question and prioritize them from most severe to least severe if the motion achieves the simple majority required to pass. If the motion fails, the voting procedure will continue, and there will be no more moves to divide the question.



Rule 34: Motion to divide the question:

Following that, the Committee will vote on the motions in the order in which they were presented by the Chair. The resolution remains intact if no division passes. Once a division has been approved by a simple majority, the draft resolution will be divided into parts, with each divided component receiving a separate procedural vote to determine whether it will be included in the final draft resolution. The draft resolution shall be regarded as rejected as a whole if all of the operational portions of the substantive proposal are rejected. Parts of the draft resolution that are later approved will be reassembled into a final document. The final document, along with the other draft resolutions in the proper order, will be presented to a substantive vote.



Rule 35: Motion to Introduce a Resolution

This may be given when a delegate wishes to introduce their paper after it has been approved by the secretariat. The flow for the resolutions are in line with their ordering. After the main submitter make their speech on the floor, they may open themselves to questions. At the end of the introduction and the amendments, the next part of the voting may be done by the Chair assigning the willing delegates to make in favor and against speeches.



Rule 36: Motion to Introduce Amendments

Amendments comprise various kinds of changes that can be made upon the clauses (Read Rule 23). If the motion passes and is approved by the chairboard, the floor would be open for the house.



Rules of Governing Amendments

Rule 37: Amendments

Amendments are the changes, extensions or deletions a delegate can submit in order to revise a part in a clause or a sub-clause. Amendments have one submitter and are usually conveyed to the chair by writing. When the submitter delegate introduces his/her/their amendment, it has to be first approved by the chair. Then the delegates shall introduce their amendments when the chair opens the floor , during the open debate. Amendments require a simple majority to be adopted. With constructive amendments being the priority, there are four types of amendments, there's also another category for friendly and unfriendly amendments in HAYDARPASAMUN22:



Rule 38: Amendments

Change: A delegate might want to rephrase a word or phrase in a part of a clause. These amendments are called under the title of “Change”.

Strike Out: If a delegate would like to cross out a phrase or a clause, this delegate should submit an amendment to strike out.

Add: An “add amendment” can be submitted when a delegate wishes to adjoin a clause or a phrase to the resolution.

Insert: Inserting is locating a phrase -a continuous one- in the clause between the words.



Rule 39: Amendments

Friendly Amendments: If the submitter delegate of the amendment introduces it as a friendly amendment and all of the resolution's sponsors agree to it, the amendment will automatically become a part of the resolution, without voting. These are called friendly amendments.

Unfriendly Amendments: An unfriendly amendment is when the amendment is not approved by at least one of the sponsors of the resolution. In this case for this amendment to pass, a simple majority is required and both an in favor and against speech should be made upon.



Rule 40: Amendments to the Second Degree

Amendments can be submitted for another amendment that has already been made or there can be multiple amendments made on the same clause. These are called “Second Degree Amendments” Second-degree amendments can only be submitted in time against the Amendment to the First Degree. The voting procedure is the same as the normal amendments. A Second Degree Amendment cannot be used for developing a completely new amendment. Acceptance of a second degree amendment makes the first degree automatically adopted. Therefore amendments to the second degree can not be submitted to the struck out first degree ones. Also, amendments to Unfriendly Amendments are out of order.



Rule 41: Withdrawal of Amendment

The submitter of an amendment may request its withdrawal, before it is included in the Draft Resolution.



Rules of Governing Voting

Rule 42: Procedural Voting

The voting style that is used during the adoption of the motions is called “procedural voting”. Every member of the committee shall vote, including observers and NGOs. Delegates cannot stay abstained.



Rule 42: Substantive Voting

The voting style that is used to vote Amendments and Resolutions is “substantive voting”. Every member of the committee except observers and NGOs shall vote. The delegates gave the statement “present and voting” cannot give an abstention vote. Resolutions and Amendments require a simple majority to be adopted.



Content of a Resolution

Rule 43: Resolutions

There are two steps before the final and approved resolution is formed.

Working Paper: Working Paper is an informal document used by Delegates to work on building a Draft Resolution. Working Paper might be written in an unmoderated caucus time by an individual or a group of delegates and can be entertained formally or informally either at GSL or when a motion for informal debate passes, with the purpose of discussing the working paper.

Draft Resolution: After one or more working papers are submitted to the Secretariat, some number of them that are approved can be called draft resolutions. At this point, if two draft resolutions are similar or identical, the two can be merged.



Rule 44: Preambulatory Clauses

These introductory clauses are written in order to explain the situation and the status of the committee upon the agenda item. It responds to the reasons for the resolution which has been written and gives general background information. A resolution requires at least four preambulatory clauses to be validated. The Preambulatory Clauses should be properly formatted.



Rule 45: Operative Clauses:

Operative clauses are formed to take actions and set policies of the committee into the resolution. These are used to describe the decisions made and verbs that are discussed in a long and detailed way by adding necessary information via sub-clauses. A resolution requires at least seven operative clauses to be validated. The Operative Clauses should be properly formatted.

